

CENTRAL INTELLIGENCE AGENCY  
Washington, D. C.

27 November 1950

MEMORANDUM FOR: All Assistant Directors  
Chief, Advisory Council  
Chief, COAPS  
Assistant to Executive for Management  
Comptroller  
General Counsel  
Security Officer  
Personnel Director  
Services Officer  
Procurement Officer  
Medical Officer

SUBJECT: Official Correspondence

1. Official correspondence which requires reply or action will hereafter be (1) answered within five days of its receipt by the Agency, or (2) acknowledged promptly by the office to which action is assigned, with an indication of an approximate date when final reply can be expected. If delay in transmission within the Agency is expected, such acknowledgment should be made by the office to which the correspondence is first routed.

2. When replies are prepared for the signature of the Director, Deputy Director, or the Executive, if delay in preparation is expected, acknowledgment should be dispatched by the office charged with action (unless, of course, prior acknowledgment has been made) and such acknowledgment should be noted in the final reply submitted for signature.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

/s/

Executive

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Copies to:  
Director  
Deputy Director

C O P Y